

Commercial project application process

1. Application package submittal

Before ordering equipment, submit application package to commercialapps@energysmartnola.com.

Application package includes:

- Completed **Energy Smart workbook** (lighting and/or non-lighting).
- Energy New Orleans electric bill for primary account at job site location.
- Cut sheets or manufacturer's specification sheets for all proposed equipment.
- Detailed project proposal/quote.
 - Photos of existing equipment.
 - W9 for incentive payee.

2. Application review

Energy Smart program staff will review all submitted materials. Adjustments or corrections to the application may be applied to the materials based on the review.

3. Pre-installation site inspection

Energy Smart program staff may perform a pre-installation site inspection.

4. Pre-approval email

Energy Smart program will send a pre-approval email with a reserved incentive amount for the project.

5. Project implementation

The customer or trade ally installs equipment at the customer site.

6. Project completion document submittal

Following the installation of the project, submit project completion documents to commercialapps@energysmartnola.com.

Project completion documents include:

- Customer-signed **project completion notice**.
- Final project invoice(s).
- Photos of installed equipment.
- Updated **Energy Smart workbook** if changes were made to the pre-approved scope of work.

7. Post-installation site inspection

Energy Smart program staff may perform a post-installation site inspection.

8. Final approval email and payment

Following the final review of the project and incentive, the Energy Smart program will issue a final approval email and incentive payment within 30 days.